

290 REPORT FORMAT

Traffic engineering reports are technical documents that present specific information, conclusions, and recommendations on a variety of topics. Each report should present only that information which is pertinent to the study subject and should stand alone as a complete and unique document.

The report format is intended for use by those who are responsible for organizing and conducting engineering studies and for implementing their findings. The report may or may not be sealed by a Professional Engineer, dependent on the type of report.

To promote uniformity and to assure that essential study parameters are addressed, the following format is established. The format describes only typical study parameters and will need to be adjusted appropriately for each study.

A. Cover Letter

1. Summary of recommendations
2. Request for concurrences
3. Intergovernmental agreements
4. Other pertinent discussions
5. Signature of endorsement

B. Title Page

C. Executive Summary

1. Purpose of study
2. Conclusions
3. Recommendations

D. Location and Vicinity Maps

E. Introduction

1. Purpose of study
2. Problem statement(s)
3. Initiating source
4. Other pertinent background information

F. Physical Roadway Features

1. Study section and location
2. Type of roadway
3. Geometrics
4. General roadway conditions
5. Traffic control and locations

6. Adjacent development
7. Available and recommended stopping sight distance
8. Intersection sight distance
9. Ball-banking evaluation on horizontal curves
10. Other pertinent features
11. Condition diagram (Appendix)

G. Traffic Characteristics

1. ADT, AADT
2. Vehicle classifications
3. Volumes and turning movement volumes
4. Side friction (side streets, driveways, etc.)
5. Pedestrian activity
6. Capacity
7. Delay
8. Gaps
9. Conflicts
10. Volume projections
11. Other traffic behavior
12. Pertinent data summaries (Appendix)

H. Speed Studies

1. Prevailing speeds
2. Posted speeds
3. Other speed related information
4. Pertinent data summaries (Appendix)

I. Traffic Accident Experience

1. Accident summary
2. Accident rate
3. Trends/patterns
4. Other pertinent traffic accident information
5. Collision diagrams (Appendix)

J. Traffic Control Improvement Alternatives

1. Passive controls (signs, markings, etc.)
2. Active controls (traffic signals, etc.)
3. Other pertinent traffic control information
4. Condition diagram (Appendix)

K. Economic Analysis

1. Selected improvement alternatives
2. Cost analysis

3. Benefits obtainable analysis
4. Benefit/cost ratio evaluation
5. Other pertinent economic analysis

L. Summary / Discussion

1. Results of analyses
2. Improvement alternatives
3. Operational impacts
4. Social and environmental considerations
5. Other pertinent discussions

M. Conclusions

1. Improvement diagrams (Appendix)

N. Recommendations

O. References / Bibliography

P. Appendix

1. Diagrams, graphs, tables, etc.